

Instructions for Using the FIMS Data Validation Forms

(updated on January 7, 2016)

General Validation Form Information:

1. As you complete the individual facility sample sheets as part of the validation process, the Scorecard percentages will automatically be calculated for you.
2. The Site level operating cost fields are automatically populated with FIMS data as well. The Site level operating cost can be found on the Site OpCost sheet. If you are conducting a validation that combines multiple sites into a single validation, it will be necessary for you to copy the OpCost sheet and populate the site level operating cost data.
3. With the inclusion of all three property types into a single random selection of assets, there are data fields that are specific to a particular property type. In some instances during a validation, certain data fields will be blank and as a result will display as a zero (0) in the FIMS value column. This zero is displayed as a result of a default MS Excel setting for blank cells. During the use of the validation forms, for those fields that do not apply to a particular asset and have a zero (0) displayed in the FIMS Value column, simply input a zero (0) in the Value from Source column to continue the validation. This will ensure there is no negative impact on your scorecard as a result of data field that does not apply to a specific asset.
4. With respect to Trailers, please keep in mind that trailers do not have a selection of RPV models available to choose from like building records do. FIMS automatically uses the real property trailer model N33. For validation purposes, if you are using a FIMS generated RPV value for a trailer, the only component to be reviewed during the validation would be the Site factor (only if you have deviated from the default site factor).
5. For land record validations, please keep in mind that DOE Owned, DOE Leased, and Withdrawn from Public Domain land records qualify for validation. Sites with 25 or less land records will validate 100% of their land records. Sites with more than 25 land records will validate 25 land records based on a random selection.
6. For disposition record validations, please keep in mind that buildings, trailers, OSF's and land qualify for validation. Sites with 25 or less disposition records in FY15 will validate 100% of their disposition records. Sites with more than 25 disposition records will validate 25 disposition records from the FIMS archive based on a random selection.
7. The validation forms have been formatted to print on one or two pages depending on the form being used.
8. Ensure that all data validation sheets are complete before you begin to complete the scorecard which is included with the data validation sheets.
9. Ensure that you complete the top portion of the scorecard to include your Program Office, Site Name, and validation dates.
10. Since the Scorecard is automatically generated for you, you will only need to input the text in the appropriate cells to complete the Scorecard. Once you have determined the overall Status and Progress ratings, input "Red", "Yellow", or "Green" in the appropriate cells. The scorecard will automatically color those cells based on your input.

Instructions For Report 70 (FRPC Data Element Report):

1. Log into FIMS and run the standard report #70 (FRPC Data Element Report). Select the Field Office, Site, Area, and one or more Property ID's. This will represent assets that you wish to add to your owned random sample set. Choose the Report Format of Excel.
2. While the report spreadsheet is open that contains the output from report 70, use the mouse to select all of the data and then type CTRL-C. Very important: Do not select the header information.

3. Open the owned data validation form and click on the FIMS worksheet. Click on the first blank row after the previously loaded FIMS data.
4. Type CTRL-V to paste the contents from the FIMS report 70. Once this is completed, the individual facility sheets will automatically be populated with this data.

Bridge Safety Inspection Verification

A bridge safety inspection verification is part of the FIMS owned validation process. Standard report #68, Bridge Safety Inspection Report, has been developed to include OSF assets that have been categorized with the following bridge usage codes.

1168 – Public Access Bridges (Walking)
1169 – Controlled Access Bridges (Walking)
1468 – Public Access Bridges (Trains)
1469 – Controlled Access Bridges (Trains)
1768 – Public Access Bridges (Vehicular)
1769 – Controlled Access Bridges (Vehicular)

Of these six OSF usage codes, only assets with usage codes 1468 (Public Access Bridges, Trains), 1469 (Controlled Access Bridges, Trains), and 1768 (Public Access Bridges, Vehicular) will be a part of the bridge safety inspection verification process. Ensure that all data fields are completed on the Bridge Inspection sheet for these assets before proceeding to complete the Bridge Safety Verification score on the Scorecard. Input “Red”, “Green”, or N/A in the Score cell under Bridge Safety Inspection Verification. The rating that is input should be in accordance with the signed FIMS Data Validation Guidance from the Office of Asset Management.